



NAF Human Resources Office Advisory

"Keeping The Human Resource Community Informed"

Headquarters, Air Force Personnel Center
Directorate of Civilian Personnel Operations
Clearinghouse (DPCXTC)

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Request for Personnel Actions

Getting the name to populate

In the event that you cannot get a name of an employee who converted from the old data system to MDCPDS to populate in block 1 of the RPA, check to ensure that the employee does not have a prefix after his/her name. For example, if you are processing an RPA on Louis D. Anderson, JR, and you attempt to populate the name using *Anderson* followed by a blank space, Mr. Anderson may not populate the RPA if you have another employee with the name of Anderson. However, if you type in *Anderson*, Mr. Anderson will populate. The system was looking for that comma to distinguish one Anderson from the other.

Payroll Type

This was originally published in May but is worth repeating. When completing the Extra Information on an RPA, the Payroll Type for an Air Force NAF employee is always **"Alternate"**. As tempting as it may be, please refrain from using NAF Regular or NAF Alternate and Europe. These selections are for Army use only.

Problems

AFPC Clearinghouse Web Site

We highly encourage you to use the web application located at <http://www.afpc.randolph.af.mil/clrhouse/default.htm> for up-to-date views of outstanding problem reports. If you haven't been to this web site, here is some of what you've been missing. We will be adding an additional filter in the near future so that you can view NAF reports only. This is a sampling of some of the problems. For more information as well as status, please view the web site.

Pseudo AF Form 2545

CH Ticket 1016056. For those of you who are receiving the DA 3434, which is the Army NAFI Notification of Personnel Action, instead of the AF Form 2545.

SCDs on Change of Category

CH Ticket 1012497. When a regular employee is moved to a flexible position, be sure to remove the Service Computation Dates (SCDs). It was discovered that once an RPA is updated containing these dates, the correction would not remove the dates. The user must cancel the action and reinput it.

Reports for Dual Appointees and Former Employees

CH Ticket 1012653. When an employee is appointed to more than one position, reports are not printing for that second (or third) appointment. In addition, if an employee resigns, and you reappoint them (using the workaround in Ticket 1013254), you will not receive reports.

Information is Missing from the NAF-17

CH Ticket 1011637 and CH Ticket 1020334. Ticket 1011637 reports that security information is missing from the NAF-17; Ticket 1020334 reports the problem with the insurance information.

Building Positions

Conflicting Info in NAFI Position ID & Employing NAFI

There have been a number of positions built with conflicting information in the NAFI Position ID element and the Employing NAFI element. Please ensure that proper training is conducted concerning populating these fields, which together make up the Fund Code and its Clear Text. This information will reflect incorrectly on the AF Form 2545 in block 17A and 22A.

Q & A

What are the best days to check PrintView?

In an ideal situation, PrintView should be checked on a daily basis; however, we understand that "ideal" is seldom the case. We highly recommend at a minimum, you check PrintView each Monday and then again later in the week. We checked PrintView on 21 Oct 02 and the following bases had forms stored: Altus, Andersen, Andrews, Arnold, Aviano, Barksdale, Beale, Bolling (Pentagon), Brooks, Cannon, Columbus, Croughton, Davis-Monthan, Dover, Dyess, Edwards, Eglin, Eielson, Ellsworth, Elmendorf, Fairchild, F.E. Warren, Goodfellow, Grand Forks, Hanscom, Hickam, Hill, Hollomon, Incirlik, Kadena, Keesler, Kirtland, Lackland, Langley, Laughlin, Little Rock, Los Angeles, Luke, MacDill, Malmstrom, Maxwell, McChord, McConnell, McGuire, Mildenhall, Minot, Misawa, Molesworth (Alconbury), Moody, Mt Home, Nellis, Offutt, Osan, Patrick, Peterson, Pope, Ramstein (USAFE), Randolph, Robins, Scott, Seymour-Johnson, Shaw, Sheppard, Spangdahelm, Tinker, Travis, Tyndall, USAFA, Vandenberg, Whiteman, Wright-Patterson, and Yokota. If you are not checking PrintView, you are missing out on valuable reports that are designed to save you work.

I'm Resigning, is it ok to leave RPAs in my personal inbox?

Please do not leave any initiated requests for person action (RPA) in your inbox when resigning or moving to a position outside the HRO. These RPAs **must** be moved to either your group inbox or another active personal inbox. Supervisors should ensure this is done. We have had some difficulties with this, especially when it comes to initiated cancellations and corrections.

Tips

Finding an Employee in People/Enter & Maintain

You can find an employee by first name only in People/Enter & Maintain. Once in the People window, select the flashlight (Find) icon. In the name block type %Tina% and the list of values appears with all entries containing Tina to includes Christina, Ernestina, Martina, as well as Jose Cortina.

Who Built that Position???

If you have a position that was built in Modern DCPDS, try this tool to see who built it. On your Position screen, query the position. At the top of the screen select the Help menu and then About this record. It will show you the user id of the person who built it and the date the position was built as well as the last update information. This is a great tool to use with training.

Clearinghouse Advisory

In addition to this publication, we now publish the Clearinghouse Advisory. Rather a Nonappropriated Fund specific publication, the Clearinghouse Advisory is more general in nature but contains information on such areas as the CSU and some hints in Modern DCPDS. This publication is distributed through the daily status reports but is also available at our web site.

How To Report Functional or Technical Problems

By Phone

AFPC Local 527-2400, all other areas dial 1-888-368-9367. To report a **Technical problem**, **press 1**, if you are calling to report a **Functional problem**, **press 2**.

Internet

Only **Functional problems** may be reported through the Internet, by authorized Clearinghouse POC's. All customers may view the status of a reported problem via the web.
<http://www.afpc.randolph.af.mil/clrhse/default.htm>

Note: *All Functional problems require the submission of a Modern DCPDS Problem Report Template.*